

## **SY 2021-22 LEA Health and Safety Plans**

**LEA Name: Howard University Middle School of Mathematics and Science PCS**

**LEA Contact: Kathryn Procope**

**LEA Type: Middle School**

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### **Background and Purpose**

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

## Face Masks

### 1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

Face masks are required by all staff and students at all times with the exception of during meal times.

There are signs on all doors leading into the school, on all classroom doors, and on all restroom doors reminding staff to wear face masks.

Teachers will consistently remind students of proper mask wearing

### 2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

Face masks must be worn in the building at all times. The following are face mask enforcement procedures:

1. Students who refuse to wear a mask will be moved to the isolation room. Parents will be called and the student will be sent home. The student will receive instruction through our distance learning program so that they do not miss any instruction
2. Staff members who refuse to wear a mask need to provide a medical reason they are not wearing masks. A face shield will be provided. If the face shield is refused, the staff member will not be allowed in the building and will have to teach remotely in our distance learning program.
3. Visitors who refuse to wear a mask will not be allowed to enter the building.

### 3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

Physical distancing procedures are as follows:

Classrooms and hallways undergo the following environmental changes to ensure social distancing when in the building:

1. Classrooms are limited to 18 students and 2 staff members. All desks have been placed 3 feet apart.
2. On the floors in classrooms, signs have been placed to show students where to stand for social distancing
3. In the hallways, signs indicated where students should stand for social distancing have been placed on the floors.
4. Common areas such as the Front Desk area and main office have signs for social distancing signs on the floor indicating how students and adults are to maintain social distance

5. Outside the school near entrances, social distancing signs have been placed to ensure students are not congregating prior to entering and after dismissal
6. All common area desks and teacher desks have plexiglass sneeze guard screens
7. Teachers and staff have schedules for all common areas. Teacher breaks and meals will be in the cafeteria socially distanced
8. Teachers each have a portable workstation that they can move with to protect their belongings. All workstations will be sanitized each evening
  9. Temperature checks of each student and staff member prior to the entrance into the building. School nurses and administrators will perform morning temperature checks
10. Each student will sanitize their hands upon entry using hand sanitizing stations positioned at each entrance
11. Students will turn in their phone on their assigned floor in their classroom
12. All staff and students will practice social distancing using the guidance that has been placed on the floors and signs posted

**4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.**

The following is the schedule that students will follow. Teachers will rotate between only two classrooms. Student groups will not move.

Block Schedule					
6th Grade					
	Group 1	Group 2	Group 3	Group 4	Group 5
	TEACHER	TEACHER	TEACHER	TEACHER	TEACHER
7:45 - 8:00	BREAKFAST				
8:00 - 8:15	GOAL SETTING				
8:15 - 9:05	ELA	SS	PE/Health	Science	Math
9:10 - 10:00	SS	ELA	STEM	M-RTI	Science
10:05 - 10:55	Math	ILIT	ELA	PE/Health	STEM
11:00 - 11:50	Science	Math	SS	ELA	PE/Health
11:55 - 12:25	LUNCH				

<b>12:25 - 12:55</b>	<b>MINDFULLNESS MOMENT</b>				
<b>12:55 - 1:45</b>	ILIT	Science	Math	SS	ELA
<b>1:50 - 2:40</b>	M-RTI	<b>PE/Health</b>	Science	Math	SS
<b>2:40 - 3:40</b>	<b>TEACHER PLANNING/TEAM MEETINGS</b>				
<b>3:40 - 4:30</b>	<b>Teacher/Staff OFFICE HOURS</b>				

<b>7th Grade</b>					
	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>
	<b>TEACHER</b>	<b>TEACHER</b>	<b>TEACHER</b>	<b>TEACHER</b>	<b>TEACHER</b>
<b>7:45 - 8:00</b>	<b>BREAKFAST</b>				
<b>8:00 - 8:15</b>	<b>GOAL SETTING</b>				
<b>8:15 - 9:05</b>	ELA	SS	<b>PE/Health</b>	Science	Math
<b>9:10 - 10:00</b>	SS	ELA	STEM	<b>Spanish</b>	Science
<b>10:05 - 10:55</b>	Math	ILIT	ELA	<b>STEM</b>	<b>Spanish</b>
<b>11:00 - 11:50</b>	Science	Math	SS	ELA	<b>STEM</b>
<b>11:55 - 12:25</b>	<b>LUNCH</b>				
<b>12:25 - 12:55</b>	<b>MINDFULLNESS MOMENT</b>				
<b>12:55 - 1:45</b>	ILIT	Science	Math	SS	ELA
<b>1:50 - 2:40</b>	M-RTI	<b>PE/Health</b>	Science	Math	SS
<b>2:40 - 3:40</b>	<b>TEACHER PLANNING/TEAM MEETINGS</b>				
<b>3:40 - 4:30</b>	<b>Teacher/Staff OFFICE HOURS</b>				

8th Grade					
	Group 1	Group 2	Group 3	Group 4	Group 5
	TEACHER	TEACHER	TEACHER	TEACHER	TEACHER
7:45 - 8:00	BREAKFAST				
8:00 - 8:15	GOAL SETTING				
8:15 - 9:05	ELA	SS	ELA	Science	Math
9:10 - 10:00	SS	ELA	Spanish	Math	Science
10:05 - 10:55	Math	ILIT			SS
11:00 - 11:50	Science	Math	SS	ELA	
11:55 - 12:25	LUNCH				
12:25 - 12:55	MINDFULNESS MOMENT				
12:55 - 1:45	ILIT	Science	Math	SS	ELA
1:50 - 2:40	M-RTI		Science		
2:40 - 3:40	TEACHER PLANNING/TEAM MEETINGS				
3:40 - 4:30	Teacher/Staff OFFICE HOURS				

**5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.**

- Hand sanitizing stations have been placed on each floor and at every entrance to the building. Anyone entering the building must use hand sanitizer after their temperature check

- Hand sanitizer will be in every room
- Only one student at a time will be permitted to go to the restroom. This will be monitored by the support staff on the floor. The support staff will ensure that students have washed their hands after leaving the bathroom
- Hands must be washed before and after meal service.

**6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.**

- Hand sanitizing stations have been placed on each floor and at every entrance to the building. Anyone entering the building must use hand sanitizer after their temperature check
- Hand sanitizer will be in every room
- Each student will have an individual hand sanitizer at their desk
- Bathroom soap dispensers will be checked twice daily to make sure they are filled
- Signs are posted in the bathrooms reminding users to wash their hands

**7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.**

**Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles), and N95 masks, as relevant and necessary.**

- Grant funding will be used to acquire the appropriate amount of PPE (masks, gloves, gowns, eye protection) to support staff and students for the school year
- Teachers and all staff will be provided with a mask, face shield, and gloves daily
- Protective gowns, gloves, N95 masks, and eye protection will be provided to the nurse and anyone monitoring the isolation room
- All students are required to wear masks and they will be provided as needed.
- Everyone entering the building must wear a mask. Signs are posted with this requirement in English and Spanish
- Hand sanitizer will be in every room
- Runa Health app will be used to collect symptom assessments from students and staff before they enter the school building
- Temperatures will be checked upon arrival using contactless thermometers
- Social Distancing Signs posted on the floors, entrance, and all common areas
- Hand sanitizing stations have been placed on each floor
- Hand sanitizer will be in every room
- Only one student at a time will be permitted to go to the restroom. This will be monitored by the support staff on the floor
- Water fountains, toilets, and bathroom sinks have been replaced with contactless ones

## Maintain Clean and Healthy Facilities

8. **Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).**

As per guidance, EPA approved disinfectants will be used to clean all surfaces and floors.

Daily:

1. All Bathrooms will be cleaned 3-4 times daily
2. Common areas and Classrooms will be cleaned at the end of each day. Cleaning includes wiping all desks, door handles, door frames, any touched surfaces, emptying trash, where necessary replacing filters of the GermGuardian True HEPA Filter Air Purifier with UV Light Sanitizer
3. Removing trash from all classrooms after breakfast and lunch have been served

Wednesday and weekends

1. Because we are implementing a cohort model where our A cohort of students attends on Monday and Tuesday and the B cohort of students attends on Thursday and Friday, deep cleaning and sanitizing of classrooms will occur on Wednesday when school is closed.
2. Deep sanitizing cleaning will be performed on the entire building. This cleaning will include all surfaces, desks, doors, windows, chairs.

9. **Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.**

As per guidance, EPA approved disinfectants will be used to clean all surfaces and floors.

After that cleaning is completed, we have contracted with outside vendor SurfaceGuard to provide an additional level of protection.

SurfaceGuard 90 with Organosilane is an antimicrobial coating that inhibits the growth of bacteria, fungi, algae and mold on surfaces for an extended period of time (30 days to 3 years). SurfaceGuard 90 dries to form a uniform layer of microscopic “spikes” that are deadly to any microorganism. Germs are electrostatically attracted to Organosilane’s spiked surface. The additives. It is non-toxic, non-mutagenic, and non-allergenic. SurfaceGuard 90 is safe for use with people, animals, and plants. This product is safe for application to a wide variety of surfaces and materials including fabrics, carpet, upholstery, drapes, linens, wood, plastics, stone, porcelain, and metals. Application to surfaces produces an invisible, transparent, and durable antimicrobial film that will not transfer on contact with other surfaces and is non-leaching on contact with water or solvents. Once the product is dry, the bonded antimicrobial film is non-volatile, odorless, and colorless. Information on their product can be found at <http://surfaceguard90.com/>

SurfaceGuard 90 protection will be applied to all surfaces in our building every 90 days.

**If/when an individual in our school community tests positive for COVID-19, our janitorial staff will implement the full day deep cleaning, and following that cleaning SurfaceGuard 90 will be reapplied.**

Organosilane molecule then draws the microbe down to its core when the germ is forced to implode (lysis) and dies. SurfaceGuard 90 contains no thickeners, stabilizers, colorants, dyes or

**10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.**

Cleaning supplies will be purchased on a monthly basis. A cleaning kit containing gloves and disinfectant supplies will be placed in each classroom and each common area. Staff will be instructed to wipe clean

any spaces used each day. The cleaning staff will follow with a deep cleaning each day.

**11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.**

We contracted SETTY & Associates to perform a ventilation readiness assessment of our building. Based on their report recommendations, the following procedures have been implemented:

1. Outside air where possible at the classroom level. Where possible with operable windows, we will maximize the time when the windows can be open without compromising the indoor comfort or introducing moisture (ie. Rain)
2. Staff will open windows for at least 10 minutes every hour. When temperatures are too cold or too hot or too humid will be reduced to 5 minutes.

Portable UV HEPA negative air machines have been installed in all classrooms and offices. A 99.7% HEPA-rated filter and UV will clean air in the isolation room, capturing 99.7% of 0.3-micron particulates. Use the air machine to negatively pressurize the isolation room, which will contain any particles within the room itself.

3. Sanitizing disinfectant floor mats have been placed at every entrance and high traffic area
4. HVAC filters have been changed to MERV 13 and filter change will follow the current schedule

**Response to a Confirmed or Suspected COVID-19 Case**

**12. Describe the LEA's policies and procedures to:**

- a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and
- b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

***Exclusion Criteria***

A student, staff member, or essential visitor **must stay home, or not be admitted**, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed above in the "Daily



Health Screening” section of this guidance in the last 24 hours.

- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.

Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has **tested positive for COVID-19 within the last 90 days or is fully vaccinated** may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID-19, when a household contact is awaiting COVID-19 test results, or after travel.<sup>13</sup> Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above

### 13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

We have designated Ms. Leslie Boler as our school's COVID point of contact. Her contact information has been provided to families and will be prominent on our website.

She has taken training on being a point of contact for COVID-19 and has received certification. She will work closely with our nurse to ensure that all procedures are followed.

### 14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

Our school will notify DC Health when:

- A staff member or essential visitor notifies the school they **tested positive for COVID-19** (not before results come back);

OR

- A student or parent/guardian notifies the school that a student **tested positive for COVID-19** (not before results come back).

AND

- The individual was on school grounds or participated in school activities **during their infectious period**. o The infectious period starts two days before symptom onset date (or positive test date for people who do not have symptoms) and typically ends 10 days after symptom onset date (or positive test date for people who do not have

symptoms

As soon as possible on the same day the case was reported to the school, the school must notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website ([dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements)) under the section “Non-Healthcare Facility Establishment Reporting.”

- Select “Non-Healthcare Facility COVID-19 Consult Form.”

**15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.**

Our school has communication protocols in place that protect the privacy of individuals and alert families and staff to a COVID-19 case. DC Health will identify close contacts based on its case investigation. Our communication plan will be implemented per DC Health directive and includes the following:

- Notification to the entire school or the affected classroom(s) that there was a COVID-19 positive case, those impacted will be notified and told they must not attend school, and steps that will be taken (e.g., cleaning and disinfection);
- Education about COVID-19, including the signs and symptoms, available at [coronavirus.dc.gov](https://coronavirus.dc.gov);
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance); and
- Information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing).

**COVID-19 Testing and Vaccines**

**16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: [dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements).**

Our LEA has arranged to provide COVID testing weekly to all staff members and to students whose parents have issued consent. We have an outside company that is scheduled to perform COVID testing in our building every Monday afternoon. The test results are provided to each staff member and to our Human resources department. Any positive test will be immediately reported to the DC Department of Health

**17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.**

Our LEA has continued to share vaccination information with our school community. We partnered with Howard University to provide vaccinations to all staff members. We have held information sessions

for our school staff and families around the safety of the vaccination. We post-vaccination information on our school website.

## **Students with Disabilities**

### **18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.**

Our LEA has a full distance learning plan in place. Should a student with disabilities be required to quarantine or recover at home due to exposure to COVID-19 or having contracted COVID19, students will continue to receive Special education services and have access to coursework through the Summit Learning platform.

1. All students with disabilities have been provided with technology to take home and where needed a hot spot for broadband access
2. Case managers will maintain daily contact with students to ensure they are logging into Summit Learning, completing assignments, viewing video lessons, and receiving support from their teachers
3. Deans of Culture will maintain contact with student and family to provide any needed supports
4. Social workers will contact the family to provide additional counseling and ensure that families have social and emotional support.

## **Training, Technical Assistance, and Monitoring**

### **19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:**

- a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. the topics that the training and technical assistance will address; and
- c. how and by whom the training and technical assistance will be delivered.

a. Who will receive training and technical assistance - Leslie Boler our Director of Human Resources and Facilities Manager received the training

b. The training summary is as follows:

## **8-Hour COVID-19 Disinfection Manager Certification Courses**

This 8-Hour COVID-19 Disinfection Manager Certification During Epidemic/Pandemics course teaches students how to create and implement a disease prevention protocol. Students will learn preventative measures with an

emphasis on cleaning and disinfection. Students will also learn managerial skills such as documentation, hazard communication, and personal protective equipment. By the end of this course, students will be able to direct their own COVID-19 response protocol.

This course is presented as an interactive webinar. Students will receive live training from experienced instructors. Upon successful completion of this course, students will receive a course completion certificate.

Topics to be Covered: Introduction to COVID-19; Disease Prevention in Buildings and Facilities; Cleaning and Disinfection Methods; Documentation; Personal Protective Equipment; Positive Cases of COVID-19; Hazard Communication; Public Awareness

## Best Practices for Re-Occupancy Post Pandemic Courses

This Best Practices for Re-Occupancy Post Pandemic course provides entry level safety training for anyone responsible for post pandemic re-occupancy. This course teaches response and control methods to address and safely re-open contaminated buildings. Students will learn how to properly clean and disinfect spaces, the roles of businesses and employers in COVID-19 responses, and more.

This online, self-paced course provides comprehensive resources from the World Health Organization (WHO), Centers for Disease Control (CDC), the Occupational Safety and Health Organization (OSHA), and John's Hopkins University. Upon successful completion, students will receive a course certificate.

Topics to be Covered: Introduction to COVID-19; Employer Roles and Responsibilities; Cleaning and Disinfecting Contaminated Building; Developing a Re-Opening Plan; Personal Protective Equipment; Re-Organizing Building Spaces; Monitoring and Reporting

### **20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.**

The Health and Safety Plan: will be monitored as follows:

1. Our school nurse will monitor the overall health aspect of the plan. A weekly meeting with school administrators to review adherence to the plan will be held.
2. Deans of Culture and administrators will ensure that the PPE adherence and handwashing portions of the plan are implemented
3. Cleaning staff will be responsible for the building cleaning safety part of the plan
4. Administrators will meet weekly to review the plan and ensure that it is being implemented with fidelity

### **21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.**

- Weekly communication to parents will include a virtual town hall with the head of

school and assistant principal that includes the following updates:

- Weekly schedule
  - Weekly Newsletter
  - Attendance updates
  - Meals program updates
  - Summit Learning Support (Learning Management System)
  - Kickboard Support (PBIS System)
  - Methods of Communication
    - Personal phone calls
    - Remind - organization-wide messaging, advanced messaging, and urgent messaging
    - Swift-K12 provides notices through PowerSchool
    - Clever allows teachers to send messages to parents
    - Summit Learning provides parents with daily updates on student progress
    - KickBoard – where parents can monitor social-emotional behaviors
- This communication includes a general school newsletter, program updates and highlights. Communication is in the following form: email through Swift-K12 which integrates with our Student Information System - PowerSchool, Remind text messaging software.